



STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
December 2003
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	HOURLY RANGE	MONTHLY RANGE	ANNUAL RANGE
Affirmative Action Officer 1 (G)	73721	\$15.44 - \$24.54	\$2509 - \$3988	\$30,108 - \$47,856
Communication Dispatcher 1 (I, H)	02751	\$ 9.78 - \$15.67	\$1590 - \$2546	\$19,080 - \$30,552
Communication Dispatcher 2 (I)	02752	\$10.62 - \$17.00	\$1725 - \$2763	\$20,700 - \$33,156
Communication Dispatcher Supervisor (I)	02753	\$12.02 - \$19.00	\$1953 - \$3087	\$23,436 - \$37,044
Dairy Administrator (D)	32265	--	--	--
Dairy Inspector 1 (D)	32261	--	--	--
Dairy Inspector 2 (D)	32262	--	--	--
Developmental Services Regional Plans Coordinator 1 (B)	73680	\$16.13 - \$25.49	\$2621 - \$4142	\$31,452 - \$49,704
Fire Safety Manager (A)	38434	\$16.84 - \$26.63	\$2737 - \$4327	\$32,844 - \$51,924
Health Planner 3 (F)	72253	\$16.13 - \$25.49	\$2621 - \$4142	\$31,452 - \$49,704
Human Services Area Legal Counsel (D)	73145	--	--	--
Information System Consultant (G)	75580	900	900	900
Livestock Administrator (D)	32255	--	--	--
Livestock Supervisor (D)	32253	--	--	--
Registered Nurse 4 (K)	72774	900	900	900
Revenue Enforcement Supervisor (I)	75844	\$16.84 - \$26.63	\$2737 - \$4327	\$32,844 - \$51,924
Treatment Plant Operator (I)	64720	\$ 9.39 - \$15.03	\$1526 - \$2443	\$18,312 - \$29,316
Weights & Measures Technologist (D)	32431	--	--	--

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective December 18 2003.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective December 18 2003.
- C - Register will be ABOLISHED and REESTABLISHED effective.
- D - Job classification will be ABOLISHED effective December 18 2003.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective December 18, 2003.
- G - Job classification will be converting from CAREER SERVICE to CAREER SERVICE and EXECUTIVE SERVICE effective December 18 2003.
- H - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- I - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective December 18 2003.
- J - Job classification will be converting from CAREER SERVICE and EXECUTIVE SERVICE to CAREER SERVICE effective.
- K - Job classification changing EEO Code from 8 to 7.



Tennessee Department of Personnel, Authorization #319177, 15 copies, November, 2003. This public document was promulgated at a cost of \$.07 cents per copy.

THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

Job classification converting from CAREER SERVICE and EXECUTIVE SERVICE effective.

K - Job classification will be converting from EXECUTIVE SERVICE to CAREER SERVICE. Register establishment effective.

L - **The examination method for this job classification will be converted from training and experience evaluation to a combination of computer administered examination and a supplemental application. Applicants submitting an application for this job classification must take and pass a job related computer administered test and complete a supplemental application to receive an examination score. Examinations will be administered to approved applicants on Monday through Friday (July 7 – July 18, 2003) at the Department of Personnel office in Nashville. Applications should be submitted to the Department of Personnel. Qualified applicants will be mailed a supplemental application and be scheduled to take the examination.**

The current register was abolished on May 28, 2003. A new register will be established following administration of the examination in July, 2003.

M Job classification will change from compensatory overtime to cash overtime effective.

N Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.

M Job classification will be converting from written to computer administered examination effective.

N Applicants with passing scores on the written examination for Statistician 2 will not be required to retest to be placed on the new register.

M Job classification will have a change of Probationary Period from 1 year to 6 months.

J - Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a one day every other month basis

at the Department of Personnel office in Nashville and on a monthly basis in Kingsport, Knoxville, Memphis, Jackson, Livingston, Pulaski and Cleveland.

K Job classification will be converting from DAILY to PROGRAM examination effective.

L - Job classification and examination method will be converting from PROGRAM to DAILY examination effective.

M A new NON-COMPETITIVE job classification will be ESTABLISHED effective.

N - Job classification will be converting from a WRITTEN TEST to a T & E RATING effective.

P - The examination for these classes will convert from paper and pencil tests to computer administered examination effective.

Q - REGISTER will be ESTABLISHED effective.

R - Job classification will be converting from T&E rating to computer administered examination effective.

S - Job classification will convert from T&E rating to a PASS/FAIL written examination and T & E rating effective.

T - Applicants submitting a application for this job classification must take and pass a written test in addition to an evaluation of education and experience to receive an examination score.

U - Job classification will be converting from a pass fail examination to a T & E RATING only effective.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination.

ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED. Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

AFFIRMATIVE ACTION OFFICER 1

SUMMARY: Under general supervision, is responsible for professional affirmative action administrative work of average difficulty and supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An incumbent of this class supervises a very small number of professional analysts and participates in internal and/or external affirmative action/equal opportunity development and enforcement work. Central to the concept of this class are the supervision of other professional staff and the acting as departmental affirmative action officer. An employee may also be assigned to perform central personnel department duties assisting operating departments in executing the function and assisting the director. This class differs from that of Affirmative Action Officer 2 in that incumbents of the latter have higher supervisory responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time increasingly responsible professional general personnel or other work which involved some affirmative action/equal opportunity and/or staff development; qualifying fulltime professional experience in affirmative action/equal opportunity may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in personnel administration or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year; OR two years of increasingly responsible professional general personnel or other work with the State of Tennessee which involved some affirmative action/equal opportunity and/or staff development work.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

COMMUNICATIONS DISPATCHER 1*

SUMMARY: Under general supervision, is responsible for communications equipment operations work of routine difficulty in operating teletype and two-way radio equipment in receiving and transmitting law enforcement, disaster and/or weather information; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry class in the Communications Dispatcher sub-series. An employee in this class performs shift work, on a rotating basis, in receiving law enforcement, disaster and/or weather information, by telephone, teletype and two-way radio, and transmitting messages based on this information to appropriate agencies or individuals to receive the information and preparing and maintaining communication logs and statistical reports. This class differs from that of Communications Dispatcher 2 in that an incumbent of the latter performs communications equipment operations work at the working level.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying experience in communications equipment operations may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: An employee in this classification must (1) have acceptable auditory perception; as part of the examination procedure, applicants listen to a recorded segment of radio contact about which they must answer questions. (2) meet all requirements stated in Tennessee Code Annotated 58-2-202 within six months from the date of his/her employment. These requirements include, but are not limited to the following.

The employee must:

- 1.Successfully complete a course of study approved by the Tennessee Public Safety Committee.
- 2.Be at least eighteen (18) year of age.
- 3.Be a citizen of the United States.
- 4.Not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
5. Not have been released or discharged under any other than honorable or medical discharge from any of the armed forces of the United States.
- 6.Have fingerprints on file with the Tennessee Bureau of Investigation.
- 7.Have passed a physical examination by a licensed physician.
- 8.Have good moral character as determined by a thorough investigation conducted by the employing agency.

Applicants for positions in the Department of Safety and the Tennessee Wildlife Resources Agency must pass a psychological examination administered by a licensed mental health professional.

EXAMINATION METHOD: Computer Administered Test, 100%, for Career Service positions.

COMMUNICATIONS DISPATCHER 2*

SUMMARY: Under general supervision, is responsible for communications equipment operations work of average difficulty in operating teletype and two-way radio equipment in receiving and transmitting law enforcement, disaster and/or weather information; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Communications Dispatcher sub-series. An employee in this class performs shift work, on a rotating basis, in receiving law enforcement, disaster and/or weather information, by telephone, teletype and two-way radio, and transmitting messages based on this information to the most appropriate agencies or individuals. Work involves making decisions on the most appropriate agencies or individuals to receive the information and preparing and maintaining communications logs and statistical reports. This class is flexibly staffed with and differs from that of Communications Dispatcher 1 in that an incumbent of the latter functions in an entry or learning capacity. This class differs from that of Communications Dispatcher Supervisor in that an incumbent of the latter is responsible for supervising and scheduling the work of a small unit of subordinate communications dispatchers.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of fulltime communications dispatching experience; qualifying full-time experience in communications equipment operations may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: An employee in this classification must (1) have acceptable auditory perception. (2) meet all requirements stated in Tennessee Code Annotated 58-2-202 within six months from the date of his/her employment. These requirements include, but are not limited to the following.

The employee must:

- 1.Successfully complete a course of study approved by the Tennessee Public Safety Committee.
- 2.Be at least eighteen (18) year of age.
- 3.Be a citizen of the United States.
- 4.Not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
5. Not have been released or discharged under any other than honorable or medical discharge from any of the armed forces of the United States.
- 6.Have fingerprints on file with the Tennessee Bureau of Investigation.
- 7.Have passed a physical examination by a licensed physician.
- 8.Have good moral character as determined by a thorough investigation conducted by the employing agency.

Applicants for positions in the Department of Safety and the Tennessee Wildlife Resources Agency must pass a psychological examination administered by a licensed mental health professional.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

COMMUNICATIONS DISPATCHER SUPERVISOR

SUMMARY: Under general supervision, is responsible for communications equipment operations supervisory work of average difficulty in supervising and participating the operations of teletype and two-way radio equipment in receiving and transmitting law enforcement information; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Communications Dispatcher sub-series. An employee in this class performs shift work, on a rotating basis, in supervising a unit of subordinate communications dispatchers and participating in receiving law enforcement information, by telephone, teletype and two-way radio, and transmitting messages based on this information to appropriate agencies or individuals. Work involves making decisions on the most appropriate agencies or individuals to receive the information and preparing and maintaining communications logs and statistical reports. This class differs from that of Communications Dispatcher 2 in that an incumbent of the latter is responsible for performing duties at the working level, with no supervisory responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of communications dispatching work; qualifying experience in communications equipment operations may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: An employee in this classification must meet all requirements stated in Tennessee Code Annotated 58-2-202 within six months from the date of his/her employment. These requirements include, but are not limited to the following.

The employee must:

- 1.Successfully complete a course of study approved by the Tennessee Public Safety Committee.
- 2.Be at least eighteen (18) year of age.
- 3.Be a citizen of the United States.
- 4.Not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
- 5.Not have been released or discharged under any other than honorable or medical discharge from any of the armed forces of the United States.
- 6.Have fingerprints on file with the Tennessee Bureau of Investigation.
- 7.Have passed a physical examination by a licensed physician.
8. Have good moral character as determined by a thorough investigation conducted by the employing agency.

Applicants for positions in the Department of Safety and the Tennessee Wildlife Resources Agency must pass a psychological examination administered by a licensed mental health professional.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

DEVELOPMENTAL SERVICES REGIONAL PLANS COORDINATOR 1

SUMMARY: Under general supervision, is responsible for professional developmental services plans coordinative work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Developmental Services Regional Plans Coordinator sub-series. An employee in this class reviews and approves or denies independent support plans and service plans for developmentally disabled individuals residing in community settings. This class differs from Developmental Services Regional Plans Coordinator 2 in that an incumbent of the latter functions at the supervisory level.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to four years of professional case management, developmental disabilities, mental health, human services or other social services work, of which one year must include professional case management work.

Substitution of Experience for Education: Qualifying professional case management, developmental disabilities, mental health, human services or other social services work may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Additional graduate coursework in special education, rehabilitation or therapeutic health, nursing, sociology, social work, or any behavioral science field may be substituted for the required experience on a year-for-year basis to a maximum of two years, there being no substitution for the one year of specialized experience.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree in special education, rehabilitation or therapeutic health, nursing, sociology, social work, or any behavioral science field and experience equivalent to three years of professional case management, developmental disabilities, mental health, human services or other social services work, of which one year must include professional case management work.

OR

Education and Experience: Graduation from an accredited college or university with an associate’s degree in special education, rehabilitation or therapeutic health, nursing, sociology, social work, or any behavioral science field and experience equivalent to four years of professional case management, developmental disabilities, mental health, human services or other social services work, of which one year must include professional case management work.

Necessary Special Qualifications: None

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

FIRE SAFETY MANAGER

SUMMARY: Under general supervision, is responsible for fire safety specialist work of considerable difficulty and managerial and administrative work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the managerial class in the Fire Safety Specialist sub-series. An employee in this class is responsible for planning, organizing, and managing all fire safety specialist activities on a statewide basis. This class differs from Fire Safety Specialist Supervisor in that an incumbent of the latter supervises subordinate staff within an assigned geographical region.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelors degree and experience equivalent to three years of full-time work in one or a combination of the following: fire prevention, fire suppression, or arson investigation of commercial or residential building structures; inspection, design, or construction management of commercial or residential building structures; or the inspection of electrical, plumbing, boiler, or related commercial or residential building systems, of which one year must involve supervision.

Substitution of Experience for Education: Additional qualifying experience in fire prevention, fire suppression, or arson investigation of commercial or residential building structures; inspection, design, or construction management of commercial or residential building structures; and/or the inspection of electrical, plumbing, boiler, or related commercial or residential building systems may substitute for the required degree to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Graduation from an accredited technical institute with an associates degree in fire-protection engineering technology, fire science, engineering technology, and/or construction technology and experience equivalent to four years of full-time work in one or a combination of the following: fire prevention, fire suppression, or arson investigation of commercial or residential building structures; inspection, design, or construction management of commercial or residential building structures; or the inspection of electrical, plumbing, boiler, or related commercial or residential building systems, of which one year must involve supervision.

OR

Graduation from an accredited college or university with a bachelor's degree in fire administration, fire-prevention technology, fire safety engineering technology, fire-protection engineering, or related fire sciences; architecture; or electrical, mechanical, or structural engineering, and experience equivalent to two years of full-time work in one or a combination of the following: fire prevention, fire suppression, or arson investigation of commercial or residential building structures; inspection, design, or construction management of commercial or residential building structures; or the inspection of electrical, plumbing, boiler, or related commercial or residential building systems, of which one year must involve supervision.

Necessary Special Qualifications: A valid motor vehicle operator's license is required.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

INFORMATION SYSTEMS CONSULTANT

SUMMARY: Under direction, performs information systems consulting work of unusual difficulty; and performs related work as required.

DISTINGUISHING FEATURES: Employees in this class function as technical advisors to the highest level management within an agency information systems division. Employees have broad responsibility for developing and implementing policies and procedures that have significant impact on agency systems activities within their area of expertise. This work involves providing technical advice and guidance in areas such as agency information systems planning, physical facility planning, determination of agency hardware, software and staffing needs, evaluation of agency systems service delivery, budget development and other areas of significant scope and impact. Employees may also be involved in maintaining several complex statewide information systems and acting as a technical resource to users of these systems. Employees in this class function at a similar level as information system managers but do not generally supervise subordinate staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and five or more years of experience in any of the following: (1) systems training, systems analysis, systems design, technical support (i.e., the diagnosis and resolution of software and hardware malfunctions for computer or other information systems, as well as the technical justification for procuring software or hardware products), applications programming, network design, or telecommunications design; or (2) leading, supervising, consulting, directing, or managing the process involved in planning and implementing new information systems, or planning and integrating new technologies into existing systems. **NON SUBSTITUTABLE EXPERIENCE:** At least two years of the required experience must have been in a lead, supervisory, consultative, managerial, or director capacity (education may not substitute for the required two years of lead, supervisory, consultative, managerial, or executive experience).

OR

Substitution of Experience for Education: Professional experience in any of the following areas may substitute for the required bachelor's degree on a year-for-year basis to a maximum of four years: (1) systems training, systems analysis, technical support, applications programming, network design, or telecommunications design; or (2) leading, supervising, consulting, managing, or directing the processes involved in planning and implementing new information systems or planning and integrating new technologies into existing systems.

OR

Substitution of a Specific Associate's Degree for the Required Bachelor's Degree: Graduation from an accredited college or university with an associate's degree in business data processing, (e.g., business data programming, business systems analysis, or computer accounting), management information systems, computer and information sciences, computer servicing technologies, or other related acceptable field may substitute for the required bachelor's degree.

OR

Substitution of Specific Education for the Required Working-level Experience: Graduation from an accredited college or university with a bachelor's degree or additional graduate coursework in management information systems, business data processing, or computer and information sciences may substitute for one year of the required working-level experience (i.e., a bachelor's degree, thirty-six graduate quarter hours, or a master's degree in the above listed fields are equivalent to one year of working-level experience.)

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

REGISTERED NURSE 4

SUMMARY: Under direction, is responsible for supervisory registered nursing duties of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the managerial class in the Registered Nurse sub series. The RN 4 is responsible for managing nursing staff activities on all shifts, has twenty-four hour administrative responsibility for one or more programs (e.g., infection control, quality assurance, nurse education, children and youth, forensics, geriatrics), or serves as an assistant director of nursing. This class differs from Registered Nurse 3 in that an incumbent of the latter is responsible for the supervision of clinical nursing care. This class differs from Registered Nurse 5 in that an incumbent of the latter serves as a director of nursing at a major health care facility or as a nursing consultant to multiple adult or youth correctional facilities.

MINIMUM QUALIFICATIONS

Education and Experience: Currently licensed as a Registered Nurse and experience equivalent to four years of registered nursing.

OR

Currently licensed as a Registered Nurse, education equivalent to a diploma in registered nursing from an accredited school of nursing or bachelor's degree in nursing from an accredited college or university, and experience equivalent to three years of registered nursing.

OR

Currently licensed as a Registered Nurse, education equivalent to a graduate degree in nursing from an accredited college or university, and experience equivalent to two years of registered nursing.

Necessary Special Qualifications: Currently licensed as a Registered Nurse in the State of Tennessee or possession of a temporary permit to practice professional nursing in the State of Tennessee. A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

REVENUE ENFORCEMENT SUPERVISOR

SUMMARY: Under general supervision, is responsible for supervisory tax collections and tax enforcement work of average difficulty involving the supervision of revenue enforcement officers engaged in contacting businesses and individual taxpayers to collect delinquent taxes in an assigned geographical region of the state; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Revenue Enforcement Officer subseries. An employee in this class is responsible for the supervision of a unit of revenue enforcement officers within a specific area of the state. This class differs from Revenue Enforcement Officer 3 in that incumbents of the latter do not supervise revenue enforcement officers. This class differs from Revenue Enforcement Manager in that incumbents of the latter coordinate all revenue enforcement offices within a region of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's or advanced degree in business or finance (including, but not limited to, accounting banking, insurance, real estate, economics, or taxation) criminal justice, law, law enforcement, criminology legal assistant studies, paralegal studies or a paralegal certificate, and experience equivalent to four years of full-time professional tax investigation or tax analysis work, of which two years must have been experience in negotiation of delinquent tax payments.

Substitution of Experience for Education: Professional experience in tax investigation or analysis of financial information may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years.

Substitution of Experience for Education: Graduation from an accredited college or university with an associate's degree in business or finance, criminal justice, law, law enforcement, criminology, legal assistant studies, and experience equivalent to two years of full-time professional tax investigation or analysis of financial information may substitute for the specific bachelor's degree.

OR

Education and Experience: Graduation from an accredited college or university with any bachelor's degree and experience equivalent to five years of full-time professional tax investigation or analysis of financial information, including at least four years of tax investigation or tax analysis work, of which two years must have been experience in negotiation of delinquent tax payments.

OR

Four years of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

Necessary Special Qualifications:

1. A valid vehicle operator's license may be required for employment in some positions.
2. Must have a motor vehicle available for use in performance of job duties.
- *3. Must be able to qualify and remain current with assigned state weapons.
4. Must be eligible to receive security clearance, as required by appropriate regulations.
- *5. Must pass a physical examination by a licensed physician so that physical condition is sufficient to perform all assigned duties.
6. Must have no conviction for a felony or misdemeanor involving moral turpitude or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- *7. Must take a psychological examination to see if candidate is suitable to carry a firearm.

*Note: Necessary Special Qualifications 3, 5, and 7, apply only to those positions required to carry a firearm as part of their job duties.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TREATMENT PLANT OPERATOR

SUMMARY: Under general supervision, performs semi-skilled and skilled work of average difficulty in the operation of a treatment plant; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class operates, maintains, and performs a variety of tests on water to ensure safety. This class differs from classes in the Maintenance Mechanic subseries in that incumbents of the latter are not performing laboratory testing and are not fully responsible for a treatment plant but may be assigned to work at a plant to learn operations and techniques.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of increasingly responsible and skilled full-time treatment plant operation work; qualifying full-time treatment plant operation work may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Water and/or wastewater operator certification by the Tennessee Department of Environment and Conservation is required. The type and level of certification(s) are determined by the type water/wastewater system at a particular work location and the level of responsibility to be assigned the employee.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.